**How to Submit Returned Contract Requests**

The Contract Manager/Specialist will return any contract that:

* Is currently “Under Review” **and**
* has a request for additional documentation from that has not been received for seven (7) calendar days.

**Step-by-Step**

The Contract Manager will add notes in the **Discussions Tab** indicating what additional information is needed before returning the Contract Request to the requestor.

1. Navigate to Contracts > Requests > My Contract Requests
2. Select Filter Contract Requests (In the Upper Left Corner)
3. Check the “Under Review” Box
4. Click Apply
5. Click on the Contract Request Name in Blue that was returned
6. Select the Discussion Tab
7. Read the comments left by the Contract Specialist for actions to be taken.
8. Click threw the Tabs on the side and update any attachments or questions that are requested by the contract specialist
9. Select Review and Complete
10. Select Complete Request
11. This will put the contract request at the end of the que.